

Booking the Community Room

Visit mcfarlandlibrary.org > Services > More Library Services. Scroll down to Reserve the Community Room and click the Book the Community Room link. The page below appears.

Community Room (Library: First Floor)

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134. A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

Accessible Friendly: Yes

Power Available: Yes

Monday, March 14, 2022

Space	00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00pm
Community Room													

■ Available ■ Your Booking ■ Unavailable/Padding

Selecting a Date and Time

Available timeslots appear in green. You can toggle between Day and Week view on the right-hand side of the screen to browse availability, or you can select the date you want using the Go To Date button on the left side of the screen.

Select the timeslot for the start time of your meeting. Once you do so, a booking end time selection feature appears below the grid.

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Community Room: 5:15pm Monday, March 14, 2022 until...

7:45pm Mon Mar 14th 2022

Select the end time you want for your booking. If you need to start over and select a different start date or time, click the trashcan icon to delete the booking you're working on.

NOTE: You **MUST** click the Submit Times button to place your reservation—your booking is NOT CONFIRMED until you receive an email stating it's approved.

Confirming a Booking

Once you've submitted your booking request, you will receive an email stating we received it. The booking will be reviewed by library staff, and you will receive an email stating your booking is approved or denied. Remember, your booking is NOT CONFIRMED until you receive the approved booking email.

Canceling a Booking

If you need to cancel your booking reservation, simply click the cancel booking link in either the booking request or booking approval email.